



DEPARTMENT OF THE AIR FORCE
99TH CONTRACTING SQUADRON (ACC)
NELLIS AIR FORCE BASE, NEVADA

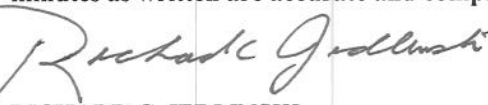
21 Aug 09

MEMORANDUM FOR THE FILE

FROM: 99 CONS/LGCA
5865 Swaab Blvd
Nellis AFB NV 89191-7063

SUBJECT: Pre-Bid Meeting/Site Visit, Solicitation FA4861-09-R-A019, RKMF 04-0020, Repair Airfield
Lighting Circuit Cables

1. A site visit/pre-bid meeting was held, starting at the 99th Contracting Squadron, Nellis AFB, NV on 21 Aug 09 at 8:00am. The site visit consisted of two parts: 1) meeting in the large conference room of 99 CONS to welcome everyone; 2) visit the airfield.
2. TSgt Emily Kliolz started off the meeting by welcoming everyone and introduced the 99 CONS and 99 CES personnel in attendance. Next, TSgt Kliolz asked if everyone had signed in. A contractor in attendance inquired if they could get a copy of the sign in sheet. TSgt Kliolz stated that the information will be posted on Fed Biz Opps with the solicitation (each interested party's name, company name, phone number). Next, TSgt Kliolz went over the proposal submission date, the past performance questionnaire submission date, and the date that all questions needed to be submitted to Contracting by. TSgt Kliolz passed out a handout. This handout had a place for the contractor's company information on it. It had areas below where the contractors could write down any questions that they had during the site visit. TSgt Kliolz told all contractors in attendance that any questions they had needed to be submitted in writing either at the end of the site visit or sent in afterwards.
3. TSgt Kliolz then stated that everyone would now be going to the site. Two GOV's were provided and they took all attendees out to the airfield. First, we went to look at Taxiways A, D, and E to look at flightline light fixtures. Second, we returned to Taxiway B to show all attendees what condition a typical flightline manhole would be in.
5. The site visit/pre-bid meeting was adjourned at approximately 9:00am.
6. A list of attendees is attached, Attachment 1.
7. Please review the minutes carefully. Should you disagree with any item or require further clarification, please contact your contract administrator, TSgt Emily Kliolz at 702-652-9337 or Mr. Richard Jedlinski at 702-652-9121. **If your response is not received within 1 calendar day from the date of this letter, it will be assumed that the minutes as written are accurate and complete.**


RICHARD C. JEDLINSKI
Contracting Officer


EMILY R. KLIOLZ
Contract Administrator

1 Attachments:

1. Site Visit Attendee List

Cc:

Civil Engineering - Mr. Dwight Fillmore, project engineer